



# Missouri State Fleet Information System

## User's Guide Fleet Driver Incident Screen

This screen is used to record complaints and accident data for state drivers. Verified complaints from citizens should be added. Accident data (regardless of fault) should be added for each driver. Please note that accidents reported to OA/Risk Management will be imported automatically to the State Fleet Information System.

### **Search for a driver already in the system:**

Type the driver Social Security Number (SSN) next to the search button and then hit the search button.

### **Add a driver incident record:**

- Enter SSN in data entry section
- Enter Incident Date
- Select Incident Type from the Drop Down menu
- State Employee at fault: Select yes or no
- Legal Expense Claim Number: Imported from OA Risk Management System – not to be completed by the state agency.
- Incident Description: text field to enter description of incident.

### **To view an incident:**

Search by employee SSN and select an incident record by clicking on it from the list at the bottom of the screen. Incident details will then display.